

**Report Date:** 25 Jun 2014

**Summary Report for Individual Task**  
**805C-LF4-3565**  
**Operate the Automated Military Postal System (AMPS) Database**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** While serving as a custodian of postal effects (COPE) you are given a computer with internet access, credentials to access the AMPS Site (MPO COPE and Transportation), appropriate level of authorization, the DoD 4525-6M (Postal Manual), the Consolidated Air Massing and Labeling Scheme (CAMALS) and Handbook T-7 (1993) (Distributing, Dispatching, and Transporting Military Mail By Air Annex). This task should not be trained in MOPP 4. This task should not be trained in MOPP 4.

**Standard:** Operate the AMPS database to complete the required fields in the following forms (screens) without error: PS Form 2942-A (Military Mail-AV7 Delivery List), PS Form 2734-B (Air Transportation Pay and Routing Adjustment), PS Form 2759 (Report of Irregular Handling of Military Mail) and a Postal Net Alert.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

Task Statements
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** All required references, forms, technical manuals and equipment will be provided by the local Command.

**Notes:** None

### **Performance Steps**

1. Review Modules of Automated Military Postal System (AMPS).
2. Update the postal facilities information to accurately reflect current information.
3. Prepare and distribute PS Form 2942-A, Military Mail AV-7.
4. Prepare and distribute PS Form 2734-B, Air Transportation Pay and Routing Adjustment.
5. Prepare and submit Postal Net Alerts (PNA).
6. Prepare and submit PS Form 2759, Report of Irregular Handling of Military Mail, Transporting Mail, and reporting mail status.
7. Track postal supplies.
8. Update and close reports.
9. Track and view scheduled system maintenance times and dates.
10. Submit daily financial reports.
11. Verify submitted financial reports.
12. Report postal offenses.
13. View Ship/Navy Mobile Unit Reports, Voting Reports, and FEDSTRIP Reports.
14. Review and submit equipment and supply requisitions.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed Modules of Automated Military Postal System (AMPS).			
2. Updated the postal facilities information to accurately reflect current information.			
3. Prepared and distributed PS Form 2942-A, Military Mail AV-7.			
4. Prepared and distributed PS Form 2734-B, Air Transportation Pay and Routing Adjustment.			
5. Prepared and submitted Postal Net Alerts (PNA).			
6. Prepared and submitted PS Form 2759, Report of Irregular Handling of Military Mail, Transporting Mail, and reporting mail status.			
7. Tracked postal supplies.			
8. Updated and closed reports.			
9. Tracked and viewed scheduled system maintenance times and dates.			
10. Submitted daily financial reports.			
11. Verified submitted financial reports.			
12. Reported postal offenses.			
13. Viewed Ship/Navy Mobile Unit Reports, Voting Reports, and FEDSTRIP Reports.			
14. Reviewed and submitted equipment and supply requisitions.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

**Prerequisite Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF4-3523	Check Processed Mail	805C - Adjutant General (Individual)	Approved
805C-LF4-3541	Report Postal Offenses	805C - Adjutant General (Individual)	Approved
805C-LF4-3560	Operate a Contingency Military Post Office	805C - Adjutant General (Individual)	Approved

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
ASI F4 - Postal Supervisor	Enlisted	MOS: 42A, Skill Level: SL3, ASI: F4, Duty Pos: UJZ